



FEDLINK Serials Subscription Services

**The Federal Library and Information
Center Committee (FLICC)**

**Federal Library Information Network
(FEDLINK)**

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I. FEDLINK Serials Subscription Services

A. Serials Subscription Services Program

Library of Congress (LC)/FEDLINK Serials Program

The Library of Congress (LC) FEDLINK interagency cooperative procurement program has established contractual vehicles such as Basic Ordering Agreements (BOAs) and Indefinite Delivery Indefinite Quantity (IDIQ) Contracts with more than 110 commercial information providers of database retrieval and publications acquisitions services. FEDLINK has maintained BOAs for serials subscription services since 1985.

Serials Services

Serials are items in many formats published serially in the U.S. and abroad, including common magazines, newspapers and technical or specialty journals. The requirements for subscription services provided by the vendors are described in the agreements in a Statement of Work (SOW). Basic serials subscription services provided by the vendors include placing new and renewal orders with publishers, prepaying publishers, claiming missing issues and providing a range of administrative services. Price and publication information and management reports are routinely provided. In addition, some vendors can provide additional serials management and automation services, e.g., checking in and processing issues; downloading data to the customer's online system; or managing access to electronic journals. Prices for optional services are established in the BOAs. Serials prices are established by the publishers; service fees/discounts charged by the vendor are within ranges established in the BOAs. Each customer's total cost is determined by a quote from the vendor on the agency's individual title list and technical requirements.

FEDLINK Serials Basic Ordering Agreements

LC/FEDLINK serials BOAs are established through a competitive procurement which determines the vendors' ability to provide full serials subscription services to federal libraries. FEDLINK has established agreements with seven serials subscription agents for FY2006 with option years for the life of the BOA. A list of vendors with addresses, phone numbers, etc., is provided in Section C. The **Statement of Work** is published as a supplement to this document.

Using LC/FEDLINK

FEDLINK's agreements are not schedule contracts. To use them, an agency must establish an Interagency Agreement (IAG) with LC/FEDLINK. Conducting competition for serials subscription services among all the FEDLINK serials vendors has been determined to be in the best interests of the government. Instructions for establishing a FEDLINK IAG are contained in the [*FEDLINK Online Registration Book*](#).

A brief overview of the IAG process is in Section IV of this resource.

Transfer and Direct Pay Service

FEDLINK is a fee-based federal revolving fund program authorized under the Library of Congress' Fiscal Operations Improvement Act, P.L. 106-481, section 103 (2 U.S.C. section 182c). Fees paid to FEDLINK are determined each year to recover the direct and indirect costs of support for services. Accounts for services may be established either as direct pay or transfer pay. For direct pay accounts, the agency issues the purchase order to the vendor against the FEDLINK BOA and pays invoices issued by the vendor; transfer pay accounts transfer contracting authority to FEDLINK, which issues a delivery order against the BOA and pays invoices up to the amount authorized by the delivery order. For FY06 the direct pay service fee is \$1200 per account up to \$100,000 plus .06% of service dollars over \$100,000. The transfer pay service fee for FY06 is 7.75% up to \$300,000, 7% over \$300,000, and 5% for accounts over \$1,000,000.00 of the dollars transferred to FEDLINK to cover services rendered by the vendor. The agency is obligated to LC for the amount of the fees when it signs the IAG.

Compete Individual Orders: Request Quotes and Compare

All individual orders over \$2,500 will be competed among all serials vendors participating in the FEDLINK program. See Section C below for the list of participating vendors; see Section II below for guidelines on competing serials orders. Federal acquisitions procedures are followed in requesting quotes, evaluating responses and selecting vendor(s). Warranted agency contracting officials sign the contractual documents that authorize the expenditure of funds after the vendor selection is made and funds become available: LC/Office of Contracts and Grants Management (LC/OCGM) signs the delivery orders for transfer pay accounts and individual agency procurement officers sign local purchase orders. Because the vendor quotes are obtained and the funds are authorized under the FEDLINK program, the terms and conditions specified in the FEDLINK agreements apply to the resulting contracts for individual agency serials orders. The Statement of Work (SOW) and other terms and conditions in the BOAs provide for best value, full service agreements, and standard federal acquisitions practices.

B. Exercising Option Years

LC/OCGM reserved the right to exercise option years for those members whose requirements were competed, i.e., those with accounts over the micro-purchase threshold of \$2,500. Contracting officers for Direct Pay members may also reserve this right when issuing RFQ's (contact your agency contracts office for more information). It may have been determined during competition of individual agency requirements or during the period of performance that it would be in the best interest of the government to seek competition again for future fiscal years. Agencies which chose the firm-fixed pricing option for one fiscal year must seek competition for the next fiscal year. LC/OCGM can assist you with questions about exercising option year renewals.

C. Serials Vendors in the FEDLINK Program

Below is a listing of the vendors who offer serials subscription services via FEDLINK. Company name, the basic ordering agreement contract number, FEDLINK Vendor ID and general contact information are listed for reference.

American Overseas Book Company, Inc.

BOA #LC05G7105 FEDLINK Vendor ID: OB
550 Walnut Street
Norwood, NJ 07648
Contact: Janine R. Frigerio, Director of Subscriber Services
Phone: 201-767-7600
Fax: 201-784-0263
Email: jfrigerio@aobc.com
Web Site: <http://www.aobc.com>

Basch Subscription, Inc.

BOA #LC05G7101 FEDLINK Vendor ID: BS
1474 North Point Village Ctr., #750
Reston, VA 20194
Contact: Janice McIntyre, Federal Contracts Manager
Phone: 703-787-9810
Fax: 703-787-9817
Email: jmbasch@comcast.net or jmcintyre@basch.com
Web Site: <http://www.basch.com>

EBSCO Subscription Services - EBSCO Information Services

BOA #LC05G7104 FEDLINK Vendor ID: EB

2801 Youngfield St., Suite 120

Golden, CO 80401

Contact: Margaret Covey, Operations Manager

Phone: 1-800-727-1077 ext. 738

Fax: 303-237-1752

Email: mcovey@denver.ebsco.com

Web Site: <http://www.ebsco.com>

Otto Harrassowitz KG

BOA #LC05G7103 FEDLINK Vendor ID: HS

65174 Wiesbaden, Germany

Contact: Dena J. Schoen, Regional Manager, North America

Phone: 1-800-348-6886

Fax: 1-800-574-5732

Email: dschoen@ottosvc.com

Web Site: <http://www.harrassowitz.com>

Swets Information Services, Inc.

BOA #LC05G7108 FEDLINK Vendor ID: RE

160 Ninth Avenue

Runnemede, NJ 08078-1126

Contact: Robert D. Magee, Government Account Administrator

Phone: 1-800-645-6595 ext. 2117

Fax: 856-312-2496

Email: bmagee@us.swets.com

Web Site: <http://www.swets.com>

Wolper Subscription Services, Inc.

BOA #LC05G7107 FEDLINK Vendor ID: WS

6 Centre Square, Suite 202

Easton, PA 18042

Contact: JoAnne Kelley, National Sales Manager

Phone: 617-327-3971

Fax: 617-469-0943

Email: jkelley@wolper.com

Web Site: <http://www.wolper.com>

W T Cox Subscriptions

BOA #LC05G7102 FEDLINK Vendor ID: WC
201 Village Road
Shallotte, NC 28470
Contact: Debra M. Knox, Director of Business Development/Contract Services
Phone: 1-800-571-9554 ext. 215
Fax: (910) 755-6274
Email: dknox@wtcox.com
Web Site: <http://www.wtcox.com>

D. FEDLINK Points of Contact

Following are important points of contact. The FEDLINK Fiscal Hotline (202) 707-4900 is available from 7:30 a.m. to 5:00 p.m., Eastern Standard Time, for general FEDLINK program information and referrals for further assistance.

For Information on:

- FedBizOpps synopsis
- Requests for Quote
- Basic Ordering Agreements

- Registering for FEDLINK
- IAGs and IAG Amendments
- Accounts, invoices, statements

- Subscription service technical requirements
- Overview of the serials process

Call:

Tony Lembo, Serials Contracting Officer
Phone: 202-707-0461
Fax: 202-707-0485

FEDLINK Fiscal Hotline
Phone: 202-707-4900
Fax: 202-707-4999

Georgette Harris, COTR, or the
Network Librarian on Duty
Phone: 202-707-4800/Fax: 202-707-4828

**For the latest serial subscription services updates
visit the FLICC/FEDLINK Web site at
<http://www.loc.gov/flicc/onlinedoc/serials06.html>**

II. Guidelines for Competing Serials Subscription Services

A. Overview

The process requires that an agency establish an IAG with FEDLINK and provide serials agents with an electronic list of titles from which to quote. A vendor shall be selected only on the criteria stated in the Request for Quotes (RFQ).

Agencies must determine if their annual subscription procurement is expected to exceed or to be less than \$2,500 and to choose between FEDLINK Transfer Pay or Direct Pay service. These decisions determine whether the agency will conduct competitions locally or through LC/OCGM. Some steps and documentation are different in each of the following categories:

1. Transfer pay exceeding \$2,500 and less than or equal to \$25,000;
2. Transfer pay over \$25,000; and
3. Direct pay.

Some steps in the procurement and IAG processes can be performed simultaneously. For example, the library should begin to obtain their list of serials titles as quickly as possible and the IAG point of contact should both register with FEDLINK for a generic serials account (Service ID “SZ”) and complete IAG documentation while the agency prepares for and completes competition. (Those competing FY2006 requirements during the spring and summer of 2005 will not register for an SZ account during competition. Vendor selection is likely to be completed before FY2006 IAG registration begins.) No delivery order or purchase order can be issued to the selected vendor until appropriate documentation has been completed.

The librarian or other technical representative also prepares the requirements. The contracting or procurement official is responsible for conducting competition and authorizing the expenditure of funds while the LC/OCGM is the contracting office for all Transfer Pay procurements; it is not the contracting office for Direct Pay procurements. Agencies who register for the Direct Pay option must follow the competition requirements of their local procurement office. LC/OCGM staff members are available to assist the local contracting officer at (202) 707-0461. FEDLINK network librarians are also available to assist with describing technical requirements for Transfer or Direct Pay accounts at (202) 707-4850 or gharris@loc.gov.

For Transfer Pay customers, LC advertises all procurements exceeding \$25,000 on the **Federal Business Opportunities** Web Site. Direct Pay customers shall follow local agency requirements for advertisement of procurements. Any non-FEDLINK subscription agent responding to the fedbizopps posting would need to submit a full written proposal describing their company, products, services and prices in sufficient detail for contracting and technical staff to determine if the proposal is viable and their offering surpasses all other FEDLINK vendors. If the proposal is considered to be viable, LC/OCGM will provide further instruction to customers and make the final determination.

For procurements under the micro purchase threshold of \$2,500, agencies may compare vendor firm-fixed service fees for selection based on lowest price. Quotes must be obtained for accounts over \$2,500. Libraries with accounts of \$25,000 and below may obtain their own quotes following the procedures outlined below. LC/OCGM also will assist libraries in obtaining quotes for Transfer Pay accounts under \$25,000, if requested.

B. Steps in the Competition Process

The following numbered list reviews the procurement steps in the order they are performed. It identifies who performs each step and highlights some important considerations. There are also longer discussions of factors librarians and others should consider in preparing technical requirements, including title lists, and considerations affecting evaluation and pricing terms.

The LC/FEDLINK BOAs define the terms and conditions for conducting business under these agreements. Any subscription agent who wishes to compete for an individual agency's requirements under the FEDLINK program must have a BOA with LC/FEDLINK

The librarian or other technical point of contact that is responsible for determining the agency's requirements for serials subscription services performs steps 1 through 3. Steps 4 through 7 are performed by the official designated to execute the formal procurement process, for example a contracting officer, or other government representative qualified to compare prices for small purchases. The assistance of the librarian or other technical representative may be needed in Step 6 for evaluating responses. LC performs the final official function of notifying the vendor to proceed to provide services (Step 10).

The librarian or other technical representative will:

1. Obtain and review the list of serials titles to determine if the title list is representative of current requirements. At the same time the librarian will select the procurement mode: Transfer Pay exceeding \$2,500 but under \$25,000, Transfer Pay over \$25,000, or Direct Pay. Those who select Transfer Pay should submit the *Intent to Compete Serials Subscriptions Form* to LC/OCGM; those who select Direct Pay should contact their agency procurement office. Customers expecting to secure Direct Pay services should verify that their agency contracting officials can undertake the procurement. To be sure they have sufficient information about the FEDLINK program, please provide them with a copy of this document.

2. If a new title list is required, the librarian will identify agency requirements and prepare a package for quotation purposes. The list should be formatted as described in Section C.1. The librarian will need to describe optional services or special instructions, if any, following the guidelines provided in Section C.

3. Email the list of titles (MS Excel format preferred), etc., to the appropriate procurement official as indicated by the service chosen:

—*Transfer Pay exceeding \$25,000*: Email the package to LC/OCGM, using (or reusing) the *Intent to Compete Serials Subscriptions Form* as a transmittal cover. As appropriate, annotate the form to indicate that the title list on file at FEDLINK is representative of current requirements and request the standard pricing terms.

— *Transfer Pay under \$25,000*: Either email title list and requirements to LC/OCGM to obtain quotes (submit the online *Intent to Compete Serials Subscriptions Form* with your title list); or email the title list and requirements to all seven vendors. Be sure to

- document quotes received and other factors affecting the choice of vendors;
- notify all vendors who provided quotes for vendor selection, and
- submit documentation to FEDLINK using the *Serials Selection Form*.

(Note for instructions in Steps 5, 6 and 7 below, and in Section C: Quotes provided by the unsuccessful offerors are *confidential*, as is other proprietary information provided by all vendors responding to the request for quotes. If vendors raise questions during the quotation process or upon notification of selection, immediately seek guidance from LC/OCGM.)

—*Direct Pay* : Send the list of titles and requirements along with information on FEDLINK procedures and vendor information to the appropriate agency contracting official, as determined by local agency policy.

For procurements *exceeding* \$25,000, the contracting officer shall:

4. Synopsise agency requirements on the [fedbizopps](#) Web Site. LC/OCGM only synopsizes transfer pay procurements; customer agency contracting personnel shall synopsise direct pay services in accordance with their local agency requirements. Fedbizopps notices should include the FEDLINK ID, an indication that the order will be placed under the FEDLINK program, and, if applicable, a notice reserving the right to exercise available option years. The Library of Congress intends to issue an RFQ to existing Basic Ordering Agreement holders who previously qualified for this process by responding to RFP S-LC04018-2 for the placement of new and renewal FEDLINK serials subscription services on behalf of the XXXX Library, XXXX AFB, DC (FEDLINK ID) for domestic and foreign serials and publications and for related services. Services are used by federal libraries and information centers worldwide. Written responses should include prices and technical data sufficient to determine capability. No telephone calls will be accepted. Ref: RFQ 06Q-FLXXX. For further information on the Library of Congress' FEDLINK program, please visit The [FLICC/FEDLINK Home Page](#) on our Web Site. For information about becoming a FEDLINK vendor, please contact James Oliver, Vendor Services Coordinator, on (202) 707-4960 or email joli@loc.gov.
5. Email or fax the request for quote (RFQ) to all seven vendors with existing FEDLINK BOAs. Any subscription agent responding to the fedbizopps notice without an established FEDLINK BOA would need to respond to the original request for proposal (RFP). Be sure to include the FEDLINK ID on all RFQs.
6. Evaluate responses and forward any technical responses to the requesting agency for review. Vendors shall be selected based on criteria established in the RFQ. If optional services (which may incur charges) are required, these services shall be fully described and cross-referenced to the BOA Contract Line Item Number (CLIN). The assistance of the librarian or other agency technical representative should be made available to the contracting officer, if requested. Questions pertaining to the competition process should be referred to the appropriate contracting officer. Other procurement officials are welcome to confer with LC/OCGM. FEDLINK librarians can also assist libraries and other technical representatives.

7. Notify the selected vendor as well as the unsuccessful vendors who responded to the RFQ. LC/OCGM performs this function only for RFQ's issued by their office in accordance with FAR 15.503. **Do not skip this essential step.** The agency contracts office, in accordance with their policies and procedures, shall accomplish notification of unsuccessful offerors for Direct Pay competition

Once the vendors have been notified, the individual authorized to place the order, i.e., the librarian, may contact the selected vendor to confirm exact titles and service components. This allows the vendor to place the order in a timelier manner once s/he has received the delivery order or direct pay authorization.

Competition for subscriptions that will be funded in FY2006 but begin January 2006 or before will be competed in the spring and summer of 2005. Steps 8 through 10 will take place once FY2006 registration is open, in autumn 2005.

All FEDLINK customers with serials requirements will:

8. Complete documentation and, if necessary, ensure that the IAG is modified. For further information, see Section IV: The FEDLINK Serials IAG Process or **FEDLINK online registration**.

- a. *Transfer Pay exceeding \$25,000:* LC/OCGM will notify the member and the vendors, and will work with FEDLINK Fiscal Operations (FFO) to amend the IAG. The member will be contacted if more information or forms are required.
- b. *Transfer Pay under \$25,000:* The local agency will complete and submit the **Serials Selection Form**. Forward it with IAG documentation to FFO.
- c. *Direct Pay:* Complete the **Serials Selection Form** and the purchase order. Forward them with IAG documentation to FFO. (If the total amount for the serials renewal this year is less than \$100,000, send the purchase order directly to the vendor, who can notify the publisher as soon as they receive authorization to proceed from LC/OCGM, as described in Step 10.b., below.)

FEDLINK and LC/OCGM will:

9. FFO forwards the appropriate documentation to LC/OCGM for processing.

10. LC/OCGM issues documentation to the selected vendor with a "Not to Exceed" or ceiling amount for the procurement:

- a. *Transfer Pay*: LC/OCGM signs the delivery order and forwards it to the vendor. A copy is sent to the customer IAG point of contact.
- b. *Direct Pay*: LC/OCGM sends authorization to the vendor to provide services in accordance with the BOA and purchase order. This authorization tells the vendor that the requesting agency is a customer in good standing and has the appropriate documentation on file at FEDLINK. A copy is sent to the IAG point of contact.

C. Determining and Evaluating Requirements: Elements to Consider

1. Title List

The list of serials titles that an agency expects to order or renew is used as the basis for obtaining quotes. The electronic title list may be generated in-house or may be obtained from the incumbent vendor and edited as necessary. Providing such a list is a requirement of the current FEDLINK BOAs. The incumbent vendor may be able to supply an electronic version of the list upon request to LC/OCGM preferably in MS Excel. Contact FEDLINK Network Operations if you can only supply the list in paper. The list should represent an intended order, however, in most cases, exact titles are confirmed by the library or ordering office once selection is made. Additional titles may be added or canceled throughout the year, except in the case of Firm-Fixed price procurements, which must identify exact requirements.

Lists should be in alphabetical order by title, but may, if necessary, be broken into separate alphabets, for example by ship-to or funding center. The list must include:

- Each serial title indicating delivery format (print, print plus online, electronic only);
- ISSN—if no ISSN is available, annotate the list with publisher address if available, or, at a minimum, supply the city/state or city/country, or publisher phone number;
- Subscription period—list by title or include a statement at the beginning of the list, e.g., “January - December 2006”, (note especially if some need to be regularized);
- Number of copies;
- Relevant ship-to address information—if there are more than three ship-to addresses, also indicate the total number of ship-to’s, foreign addresses and any special shipping or delivery needs;
- For electronic titles provide number of FTE’s or relevant professionals, the number of IP addresses (IP addresses/ranges may need to be supplied when titles are ordered), size of agency and/or number of sites or other relevant

information that determines the price of your current electronic journals.

- The list should not include prices. Current FEDLINK vendors will supply a list for RFQ purposes, without prices, if requested.

When quotes are returned from the vendors, the quote should indicate any titles which are not available from the vendor and why. Titles may have ceased publication or the vendor may need more information to verify which title an agency intends to order. In some cases, a particular vendor may not be able to provide some titles because the publisher will only supply the title if the customer orders directly (i.e., not through a subscription agent) or through some vendors and not others.

It is possible, although unusual, for an agency to determine during the evaluation process that a vendor cannot supply a sufficient portion of the agency's title list. Contracting officials will contact the customer to determine if the fulfillment rate of the quote is satisfactory.

Subscription Periods

The subscription period may be identified title by title, or may be stated in simple terms at the beginning of the list, e.g. "Subscriptions are for the period January - December 2006." Note in the RFQ if the vendor should establish common expiration dates for the subscriptions. Subscriptions may be for single or multiple years. Funds obligation is based on the fiscal year in which the order is placed. Orders may be placed against current fiscal year funds for subscriptions to begin during the next fiscal year; for example, orders placed in FY05 prior to September 30, 2005, can begin subscriptions in January 2006 and will be paid for with FY05 funds. This practice is recommended to avoid the possibility of subscription lapses at the beginning of the calendar year caused by late authorization of funds at the beginning of the federal fiscal year. (See "Authorization to prepay for subscriptions, on page 15.)

Transfer Pay agencies requesting LC/OCGM to perform competition should note the earliest subscription period on the *[Intent to Compete Serials Subscriptions Form](#)* to highlight the time by which subscriptions must be authorized, to help avoid potential breaks in service. Direct Pay members also should inform their contracting officers of the time frames that affect delivery. Vendors must be able to observe the lead times required by publishers for renewing and beginning subscriptions. January starts should be authorized by the previous November; vendors may not be able to prevent subscription lapses if orders are authorized after November 30.

After the original year for competition in FY06, allow at least three months for competing requirements. In other words, for money to be obligated by September 30, requirements should be at the contracting office no later than late June or earlier. Real-

subscription agents until late summer or fall. Ask the vendor to clarify expected price increase percentages, especially for quotes provided before August, and then reconfirm the amount to be obligated as near the issuance of the funding as possible. (See also information in Section 4, Pricing Terms.)

During FY06, please begin the competition process in early spring and allow as much time as possible for the RFQ routines. Vendors will be responding to hundreds of RFQs, and LC/OCGM will be processing hundreds of transfer pay RFQs. Transfer pay customers should submit the *Intent to Compete Form* to LC/OCGM by May 15, with electronic title lists and requirements. Special arrangements will need to be made for requirements received after May 15.

2. Authorization to prepay for subscriptions

Under federal law and regulations, agencies can prepay for publications in any format. There are three citations that apply:

- 31 USC §3324(d)(2), “The head of an agency may pay in advance from appropriations available for the purpose – charges for a publication printed or recorded in any way for the auditory or visual use of the agency.”
- Electronic publications, e.g., CD-ROM and a database, are held in B-256692 (1995) to “constitute publications for purposes of section 3324(d) as well.” However, equipment to use publications and associated services such as telephone support have been held not to be covered by authorization to prepay for publications, e.g., B-256692 (1995) and B-188166 (1977).
- Subscriptions may cross fiscal years and may be for more than one year, as explained in Comp.Gen. 326 (1943): “The accounting officers consistently have held that the cost of publications for one year or less may be charged to the appropriation current when the subscription was ordered, notwithstanding that it may cover deliveries extending into the subsequent year. ... [Current laws] do not specifically limit advance payment for subscriptions to a one-year period, and, therefore, where it is advantageous for the purpose of economy or otherwise to subscribe ... for longer periods, payment therefore may be made from current appropriations otherwise available for such purpose.” This is codified in 41 CFR §101-25.108: “Subscriptions ... for which it is known in advance that a continuing requirement exists should be for multiple years rather than for a single year where such method is advantageous for the purpose of economy or otherwise. Where various bureaus or offices in the same agency are subscribing to the same publication, consideration shall be given to consolidating these requirements to the extent practical on an agency-wide basis and on a multiyear basis. Payment covering issues to be delivered during the entire subscription period may be made in advance from currently available appropriations.”

3. Technical Requirements/Special Instructions to the Vendor

The SOW describes the services required under the FEDLINK BOA. Serials agents are responsible for the placement of new and renewal subscriptions to single or multiple addresses for domestic and foreign serials and periodicals. Administrative services include extensive support of the claiming process; communicating with publishers to change addresses, to collect refunds where appropriate, to correct duplicate issues or other problems; verifying and obtaining membership entitlements, sample copies and back issues; and providing information and assistance via personal representatives, information bulletins, catalogs and management reports. Assistance is provided in verifying serial prices and in projecting price changes so that government representatives can ensure the necessary funds are available and authorized. The SOW is published as a supplement to this document in [Appendix A](#). The original [RFP](#) (66 pages) is archived on the [FLICC/FEDLINK Web Site](#).

Evaluation is based on lowest fee and the determination that titles and optional or special services can be provided. Simple lowest fee will suit the needs of most agencies and provides for the fastest process. The standard terms of the SOW thoroughly provides for full service. The requesting agency should indicate any optional services that may incur additional costs. Optional services, such as check-in and processing, are identified in the SOW. Technical requirements competed under RFQ's shall not be outside those services described in the SOW.

The agency technical representative may determine a need to provide special instructions to identify any particular local requirements to the vendor in the RFQ. The agency should verify that the vendor will perform these requirements for the service fee quoted or clarify if they are optional services with a separate charge. For example, an agency may have a large number of ship-to addresses that change frequently, or special data elements required on invoices or reports. Frequent use of special delivery methods may be noted, e.g., rush shipment or courier service for newspapers. Agency staff may have established routines, which depend upon communication of data such as claims, invoice copies or reports via interfaces between a vendor and the agency local systems. Most management reports are routinely provided by the vendor on request or at a frequency stated by the customer, but if a library depends upon particular reports with special data elements, sorting arrangements or formats (especially electronic), describe the technical requirements in the RFQ. Do not describe requirements that will not actually be used, and do not exceed your actual minimum requirements. U.S. law requires fair and open competition.

Use the [Serials Subscription Checklist](#) to describe local requirements. It is a Word document that can be edited. FEDLINK staff can assist in assessing and describing

technical requirements. Contact Georgette Harris at 202-707-4850 or gharris@loc.gov. See also *Tips on Preparing Your Technical Specifications* on the FEDLINK Web Site.

The assistance of the agency librarian or other technical point of contact should be made available to determine that the quotes received meet the requirements for optional services or that the vendor has provided an indication that special instructions can be followed.

4. Pricing Terms

Standard Terms

Most agencies use the standard pricing terms of the FEDLINK BOAs, which state that individual titles are charged at the publisher's list price plus a service fee or discount. The BOAs state a possible range for service fees. For individual orders competed under an RFQ, a firm-fixed fee/discount percentage is determined in the competition process. Costs quoted in the RFQ include publisher's list price, an estimate for bill-laters, an estimate for supplemental charges, charges for optional services requested and a firm-fixed fee/discount percentage. Cost evaluation is based on the offered firm-fixed service fee/discount percent and any charges for optional services.

Firm-fixed Price

Firm-fixed price means a firm line-by-line pricing for title list and optional requirements. No additions or deletions to the title list are allowed. FEDLINK cannot accept any modifications to add or delete funds. This option is not renewable and must be recomputed each fiscal year.

Evaluation Under Standard Terms

When comparing prices among vendors, the determining factor should be the service fee/discount percent, not the total cost listed for the titles quoted, unless the agency chooses the firm-fixed price option.

Background

Vendors prepay the publishers on behalf of FEDLINK customers and then invoice the government. On the invoices, vendors' prices for journals are the publisher's price on the date of the order to the publisher, plus the firm-fixed fee/discount determined under competition. Optional services are billed according to the terms of the BOAs, stated against Contract Line Item Numbers (CLINs), with no additional service fee assessed by the vendor.

The publisher determines serials prices. Some publishers provide discounts to certain groups so that government or institutional prices may be available. Serials vendors will assist in determining the lowest price available from the publisher for individual customers. The publisher's list prices are publicly available. Calling the publisher or looking at an online database often provides the most reliable data: vendor's databases of titles, which customers can access also, list the publisher's price. The total price of the title list is provided for budgeting purposes, not for evaluation of costs. The vendor will provide a list of titles that are unavailable (for example, ceased publication) or that cannot be provided by them. They may seek clarification or more information about particular titles.

Billing

When the order is placed and the subscription paid by the vendor, the correct list price on that day will be determined by the vendor so that billing will be accurate. FEDLINK encourages members to spot check invoices for accuracy, including checking some individual title prices to verify that the list price was charged. Remember, however, that the price on the day the consulted catalog was printed or the price on the day the publisher was called by the federal customer may not be identical to the price on the day the order was placed. Apparent discrepancies should be investigated carefully. Vendors will supply copies of payment information on request and otherwise assist in efforts to verify correct prices, as will many publishers.

Funding

Once service begins, vendors will continue to work with the customer to ensure supplemental charges are forecast as accurately as possible. For Transfer Pay, funds can remain in the FEDLINK serials account for up to three years beyond the base year, to allow for bill-later charges and costs for supplemental charges on multiple-year subscriptions. Within the original fiscal year, funds can be moved from the serials account to another account or customers can request a refund and then use funds outside the FEDLINK program. If necessary, funds can be added or moved to another account to cover supplemental charges. Most agencies have found these pricing practices satisfactory, due to the assistance provided by the vendors and FEDLINK.

III. Contract Administration

FEDLINK customers are responsible for monitoring vendor performance and verifying that invoices are correct. To ensure both a smooth and efficient transition to a new vendor, the following guidelines will assist you in managing your serials contracts.

A. Start Up

When the RFQ process is completed and vendors have been notified of selection, you may begin to communicate with the selected vendor to prepare for renewal.

I. Be sure to complete the following steps.

1. Direct Pay (all funding levels) or Transfer Pay under the small purchase threshold: (a) All vendors that provided quotes should be notified of vendor selection; and (b) Customers must submit a [Serials Selection Form](#) to FEDLINK. Follow directions on the form and in the [FEDLINK Online Registration Book](#).
2. Transfer Pay RFQ's completed by FEDLINK LC/OCGM: LC will notify the customer and all vendors of selection.
3. All accounts: FEDLINK will transfer funds from the SZ account to the appropriate vendor, based on the [Serials Selection Form](#) or, for Transfer Pay accounts over \$25,000, notice from LC/OCGM.
4. Transfer Pay (all funding levels): LC will issue the delivery order (funding authorization) to the selected vendor.
5. Direct Pay: Purchase orders for renewals over \$100,000.00 for the year will be routed through FEDLINK LC/OCGM with the signed IAG. LC will forward them to the vendor with authorization to proceed. Purchase orders for annual renewals under \$100,000.00 will go directly to the vendor, with LC's notification authorizing them to proceed following agency's returned signed IAG.

II. Proceed with these next steps when you and the selected vendor have been notified regarding selection.

1. Contact the vendor. They may call you first, but you are also free to contact them once the contracting official has sent the official notice. Be sure to give them your FEDLINK ID.
2. Confirm the renewal list. You probably do not want them to place orders using the list that they received initially, for the RFQ. Usually libraries need to substitute titles for those that have ceased publication; sometimes funding levels needs adjustment or titles need to be cut due to price increases. The vendor should provide a list to work with, although in order to expedite the process, you may have a new version of the list you want them to use. Be sure to receive a confirmation from the vendor to verify what they are ordering before they place a revised order.

Clarify which title you are ordering among several with similar names, for example. Miscommunication with a new vendor at this stage creates problems.

3. Confirm any processes that relate to day-to-day communications, such as your library's points of contact and the vendor's service representative assigned to the account, orders, rushes, claims forms and/or reports, price increases in excess of authorized funding levels, and other routine services needed early in the season. Confirm any routine reports needed through the year; confirm schedules for second/third claims and renewals; learn to use the vendor's online catalog and other systems; confirm procedures regarding bill-later items (to ensure funding levels are adequate); and be sure to understand how communication regarding new titles, added copies, cancellations, sample titles, memberships, duplicate issues, and any special reports will occur. You may need to request a complimentary copy of invoices (supplementing the copy sent to your payment center, e.g., FEDLINK Fiscal.)

4. All procedures related to optional services need to be confirmed.

5. Vendors will not place any orders until the delivery order or purchase order is received from the appropriate contracting official.

III. Your subscription agent may have written information about their procedures.

IV. Vendors are required to provide you with a copy of the BOA with FEDLINK, on request.

The **BOA** can also be downloaded from the [FEDLINK Web Site](#). Section C, the Statement of Work (SOW), is also attached to this resource as [Appendix A](#). Make sure staff who work with serials are familiar with the SOW and have a reference copy.

B. Ongoing Contract Administration

You are responsible for verifying that invoices are correct.

Transfer Pay customers may use the [Problem Report Form](#) to report a vendor error or a FEDLINK error. Direct Pay customers should follow agency procedures. Report errors as soon as possible so that credits or adjustments can be made in a timely manner. Spot check to ensure that the publisher's price was billed correctly on the invoice for some of the titles. (You may need to contact the publisher to do this. Be sure to check the price when your vendor placed the order as prices change over time.)

Know how you and the vendor will communicate about price increases and funding authorization levels.

Not all subscription agents communicate price increases in precisely the same way. The new FEDLINK agreement has more specific instruction to ameliorate this issue in Section C.4.1.3.7 of the BOA. Publishers sometimes raise prices or charge for supplemental volumes; continuations and bill-later publications need to be funded adequately. Exchange rates can also affect funding levels during the year. While your subscription agent prepays your account, you have a responsibility to see that they are paid in a timely fashion. FEDLINK must reject invoices for Transfer Pay accounts if they exceed authorized funding levels and Direct Pay accounts are often handled similarly. Be familiar with the procedures for adding funds and know how to communicate with the vendor if additional charges cannot be funded. Firm-fixed pricing is an option but requires recompeting each year which may cost the government more than the standard pricing option.

Report problems in a timely fashion.

1. Know how to contact your service representative, their back-up and other company representatives to report unresolved or ongoing problems.

The vendor contact for the FEDLINK agreement is published in the [Information Alert \(2005-3\)](#) announcing the new serials subscription service awards, in the [FEDLINK Vendor Services Directory](#) on the FEDLINK Web Site and in Part I section C of this document.

2. Report ongoing problems to FEDLINK and LC/OCGM in a timely fashion. Contact Jim Oliver, FEDLINK Vendor Services Representative, at 202-707-4900 or joli@loc.gov; confer about problems with Georgette Harris, Serials COTR, at 202-707-4800 or gharris@loc.gov; or with Tony Lembo, Serials contract specialist, at 202-707-0461 or alem@loc.gov.

3. Document ongoing problems. LC/OCGM will help bring the vendor's attention to unresolved problems. However, you will also want to have a file documenting any problems and communications attempting to resolve them. LC/OCGM will want copies of such documentation for future reference and you may need them to document evaluations of past performance in future competitions.

4. Vendor evaluation forms are requested from all customers accounts over \$100,000.00 and will be sent to the IAG point of contact early in the next fiscal year. However, all customers can complete them. Request one from LC/OCGM (202-707-0461 or alem@loc.gov).

IV. FEDLINK Serials IAG Process

A. FEDLINK Registration

To use the FEDLINK Serials Service Program, you must be a registered FEDLINK customer. Visit [FEDLINK Online Registration](#) to register online. FEDLINK will process the online registration form within 72 hours. An email notification is sent to the customer when the process is completed. The customer must download the IAG form to obtain agency's authorized signatures.

If you have not competed your competition, register for a Generic Serials (SZ) account on the online registration form. Indicating the following:

Service ID:	SZ
Service Name:	Generic Serials
Action:	B (for begin)

Be sure to complete the Service Dollars and Fund Type sections on the registration form.

If your competition is complete, register for the selected vendor. Submit required documentation about the procurement (e.g., [Serials Selection Form](#), purchase orders, etc.).

FEDLINK strongly recommends that agencies do not wait for competition to be completed before beginning the IAG process. It increases the time before the vendor receives notification that funds are available and service is authorized to proceed. Instead, register as soon as possible for an SZ account.

B. Return the Signed IAG

Secure the IAG signature and fund citation from the funds certification officer and return the signed IAG to FEDLINK Fiscal Operations. If you have an SZ account, amend the IAG after competition is complete. However, if you completed competition prior to registering and have established an account for your selected vendor, attach appropriate documentation to the signed IAG.

C. Amending Your IAG

When competition is completed, the SZ account is no longer needed. You must establish an account for the selected vendor. Amend the IAG to reflect the selected vendor, and, if necessary, amend the funding level. Depending on your payment method and the size of your purchase order, you will need to do one of the following:

- For Transfer Pay exceeding \$25,000: do not contact FEDLINK. LC/OCGM and FFO will amend the IAG. You will be contacted if more information or forms are required.
- Transfer Pay under \$25,000: submit the *Serials Selection Form* to FFO.
- Direct Pay: submit the *Serials Selection Form* and (Purchase Order for over \$100,000.00) to FFO.

D. Adding Funds

Use the *Account Adjustment/IAG Amendment Form* on the FEDLINK Web Site to add funds to a serials account. If the procurement was not for a firm-fixed price, funds may be added during the fiscal year, to cover purchase of a few new titles or to cover unanticipated supplementary charges, for example when publishers add issues to a subscription and raise prices. Consult LC/OCGM before adding funds.

E. Adding Serials Subscription Services to Your Agency IAG

Use the *Account Adjustments/IAG Amendment Form* on the FEDLINK Web Site to add an SZ account, or, if your competition is completed, the account for the selected vendor.

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SECTION C - STATEMENT OF WORK

C.1. BACKGROUND.

- C.1.1. The FEDLINK PROGRAM.** The Federal Library and Information Network (FEDLINK) is a nationwide interagency consortium sponsored by the Library of Congress (LC or the Library) through its Federal Library and Information Center Committee (FLICC). FEDLINK offers federal libraries, information centers and other federal offices information retrieval and library support services to help them fulfill their crucial mission of keeping the Government and the nation informed. FEDLINK contracting for library services began in 1974 with a delegation of procurement authority (DPA) from the General Services Administration to LC. Both the Office of Management and Budget and the General Accounting Office encouraged the program's development and use by federal agencies. In many ways, FEDLINK's simplified contracting procedures and voluntary cooperative approach anticipated the federal procurement reforms of the 1990s. Although a DPA is no longer necessary for the program, the FEDLINK approach retains the benefits that come from centralization and experience.
- C.1.2. Statutory Authority for the Program.** As a federal revolving fund program authorized under the Library of Congress' Fiscal Operations Improvement Act, P.L. 106-481, section 103 (2 U.S.C. section 182c), the LC/FEDLINK program takes advantage of the Library of Congress' extensive knowledge of the information industry and library operations to establish contractual agreements for commercial library/information products and services and then makes these contracts available to other federal offices.
- C.1.3. Eligibility to Use LC/FEDLINK BOAs/Contracts.** LC/FEDLINK BOAs/Contracts are available to federal offices in the executive branch (including the armed forces), the legislative branch, the judicial branch, and to independent agencies. In addition, contractors to government agencies who are authorized by the terms of their agency contracts to use federal sources of supply are able to purchase through FEDLINK. Although LC/FEDLINK contracts meet the standards demanded by librarians and other information professionals, LC/FEDLINK users are not limited to libraries. Legal offices, laboratories and information centers, analyst, scientist and other end-users in federal agencies may acquire their electronic and print publications through FEDLINK. The federal agencies that are users of the LC/FEDLINK contracts are known as "members" of the FEDLINK cooperative.
- C.1.4. FEDLINK Contracts.** In FY03 federal offices bought more than \$95 million in commercial off-the-shelf information services through FEDLINK. LC/FEDLINK contractual agreements are established through formal procurement processes that meet the requirements of the Federal Acquisition Regulation (FAR). The program's broad range of contracts includes: access to electronic databases and other publications; document delivery; subscription services for periodicals, newspapers, and other serials; acquisition of print materials from book wholesalers and publishers; and membership in bibliographic utilities (for cataloging, resource sharing, interlibrary loan, and reference services). FEDLINK thus offers its 1,000 participating member organizations "one stop shopping" for their information and library support requirements. By using the FEDLINK program, agencies with little experience with the information industry can take advantage of LC's expertise and save considerable time and expense in purchasing print and electronic publications and library services.
- C.1.5. FEDLINK Services.** FEDLINK also provides fiscal support to members of the cooperative. When establishing an interagency agreement (IAG) with LC to use FEDLINK services, the member agency may choose to transfer funds to LC to pay invoices for services ordered through the IAG. Under this "transfer pay" option, the contractor sends invoices to FEDLINK, where FEDLINK Fiscal Operations (FFO) staff examine them, pay the contractor electronically, and send the member a statement of account with copies of the paid contractor invoices. With transfer pay, the contractor only has to deal with one financial office and the member is relieved of the invoice processing workload. Alternately, members may choose a direct invoice/payment relationship with contractors. Terms for the transfer pay or direct pay options, information on delivery order/contracts and invoice procedures are described in Section G of this document.

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- C.1.6. Qualifying Contractors.** Contractors who qualify for the FEDLINK program will be those who demonstrate a thorough understanding of the technical requirements of the serial subscription services described herein; who have the required experience and facilities to provide efficient, quality services, whose past performance demonstrate reliability, business stability, and professionalism; and whose prices represent cost savings for the Government and the FEDLINK membership.

C.2 SCOPE OF WORK

This solicitation is for the acquisition of serial subscription services for FEDLINK member agencies. Under these Agreements, the government is not obligated to order, nor the Vendor to furnish, any products and services. However, issuance and acceptance of an order does constitute a binding agreement between the parties, subject to the terms of the order and the BOA.

Approximately 85% of subscriptions placed by the Customers will be renewal subscriptions. The Vendor shall furnish all qualified personnel, facilities, and supplies for the placement of new and renewal subscriptions to single or multiple addresses for domestic and foreign serials and periodicals published in paper and other formats, and for related services. Products and services purchased under this solicitation shall only be for official Government use.

C.3 GENERAL REQUIREMENTS

This solicitation is for a Basic Ordering Agreement (BOA). The Library anticipates issuing multiple BOAs. A BOA will allow for the issuance of delivery orders for subscriptions in all media, and related services and supplies.

- C.3.1. Serial Subscription Services.** The solicitation is divided into three lots. Vendors must qualify under Lot 1 in order to provide services under Lot 2 and/or Lot 3. The three lots are:

Lot 1 - Basic Subscription Service.

Lot 2 - Optional Support Services.

Lot 3 - Optional Specialized Electronic Access Services.

- C.3.1.1. Lot 1 - Basic Subscription Service.** Vendors shall provide basic subscription services that would include all of the tasks necessary to execute and manage orders for new and renewal subscriptions to serial publications. These tasks fall into the following four critical areas, described in detail elsewhere in the solicitation:

- (1) Ordering subscriptions;
- (2) Serving as the member's fiscal agent with publishers, including making timely prepayments, processing refunds, claims, supplemental and bill-later charges;
- (3) Ensuring timely and complete delivery of ordered subscriptions; and,
- (4) Providing reports and other administrative support for serials management.

- C.3.1.2. Lot 2 - Optional Support Services.** Vendors may provide optional support to cover a range of serials subscription-related products and services to the libraries, in addition to basic subscription order and renewal services described under Lot 1.

- C.3.1.3. Lot 3 - Optional Specialized Electronic Access Services.** Vendors who offer access to electronic publications (e-journals) may offer related systems for managing access to electronic subscriptions and articles via the Web. Vendors may also provide such electronic services as ILS integration services, links resolution and management, access to and management of information about customers' licenses, special customized collection reports, etc. (Subscriptions to journals in electronic and all other formats are a basic subscription service required by Lot 1). Because electronic publication of serials and access to them are in various stages of development within the industry, Vendors are not required to provide these services in order to qualify under the basic FEDLINK BOA. However, if a member library requires one or more of the electronic access services, a Vendor that does not provide those services will not qualify for that particular Customer's procurement.

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C.3.1.4. Pre-Order Price Quotations.

C.3.1.4.1. Subscription List for Quotation Purposes. The first time a Customer requests subscription services under this BOA, they must provide a representative list of subscriptions to be ordered or renewed, and the associated "ship to" addresses. Vendors are required to provide current customers a subscription list for new competitions as described in Library Management Reports.

C.3.1.4.2. Requests for Quotation (RFQs). After receiving an RFQ for subscriptions, the Vendor may supply price quotations for new and renewal titles, as described in G.3.3 -FEDLINK Delivery Orders. Vendors are not required to respond to each Request for Quotation (RFQ) received under this Agreement. Price quotes are to be based on the publisher price at the time of the quote. Estimates for "bill later" items will be included. Service fee percent and volume discounts will be binding as quoted. If publishers prices change before firm orders are placed, invoiced, or item is published, the actual prices charged to the Customer may reflect those changes insofar as it reflects industry standard practice.

C.3.1.4.3. Changes to List

If the Customer changes a title mix after the quote is accepted and the change affects the Vendor's service fee, the changed list must undergo pre-order competition again.

C.3.1.4.4. Equal Low Bids. In general conformance with FAR 14.408-6, the following criteria shall be used for individual RFQ requirements when equal low bids are received;

- a. Subscription fulfillment rate.
- b. Small business concerns that are also labor surplus area concerns.
- c. Other small business concerns.
- d. Other business concerns.

C.3.1.4.4.1. If two or more bidders still remain equally eligible after application of items (a) through (d) above, award shall be made by a drawing by lot limited to those bidders. If time permits, the bidders involved shall be given an opportunity to attend the drawing. The drawing shall be witnessed by at least three persons, and the contract fill shall contain the names and address of the witnesses and the person supervising the drawing.

C.3.1.4.4.2. When an award is to be made by using the priorities under FAR 14.408-6, the contracting officer shall include a written agreement in the contract that the contractor will perform, or cause to be performed, the contract in accordance with the circumstances justifying the priority used to break the tie or select bids for a drawing by lot.

C.3.2. Summary of Contracting Process

C.3.2.1. Process for award of a Basic Ordering Agreement (BOA)

- a. FEDLINK issues a Request for Proposals (RFP) for the award of single or multiple Agreements for subscription and related services.
- b. Vendors respond to the RFP with proposals in accordance with the Statement of Work and the Solicitation provisions.
- c. FEDLINK performs Cost and Technical Evaluations and Financial Responsibility Determination. Competitive range will be determined and award(s) may be made with or without negotiations.
- d. FEDLINK awards a Basic Ordering Agreement (BOA) to qualifying Vendors.

C.3.2.2. Pre-Order Competition

C.3.2.2.1. Customers provide preliminary requirements to FEDLINK or local contracting office.

C.3.2.2.2. Request for Quotation (RFQ) issued to all Vendor(s) who have been issued BOAs under C.3.2.1.

C.3.2.2.3. Vendors may respond with Quote in accordance to the terms of the Request for Quotation.

C.3.2.2.4. Quotes are evaluated in accordance with the terms of the RFQ.

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C.3.2.2.5. Vendor(s) are notified that they are selected for an order.

C.3.2.2.6. Upon receipt of funding, not to exceed (NTE) orders are issued to the recommended Vendor(s) whose Quotation is judged as the best value to the Government.

C.3.2.2.7. Final arrangements as to the final subscription lists and other services/supplies required and any other specific terms are arranged between the Vendor and the Customer.

C.3.2.3. Instructions for Proposals. Instructions detailing the format for the proposal is given in **Section L Instructions, Conditions and Notices to Offerors**. The contractor shall demonstrate an understanding of the technical requirements of the three lots and the capability to effectively provide the services. Contractors may supply sample materials (catalogs, management reports, invoices, etc.) to illustrate the narrative description of their services required by Section L, but shall not submit such materials in lieu of narrative description. All invoice information, prices, and payments shall be in US dollars.

C.3.2.4. Definitions. As used in this solicitation and BOAs established hereunder:

"Agency" means any federal library, information center or U.S. Government entity that qualifies for service with FEDLINK.

"Back Orders" are orders that could not be filled by the supplier when originally placed, but is kept on file pending availability of the material.

"Bill Laters" are a type of continuation in which a vendor does not bill a library customer until the publisher has confirmed the price and/or availability of the item or items.

"Customer" means a member who has or is requesting a current contract with the Vendor to provide serials subscription services.

"Consignee" means the location to which items are shipped; also known as the "ship-to" address.

"Licensing" refers to terms and conditions required by the owners of proprietary systems, software or intellectual property regarding the terms of its use.

"Member" means an agency with a current interagency agreement with the Library, to use the LC/FEDLINK contracts and other services.

"Publisher Price" the established publisher list price for the given subscription period at the time of order and acceptance by the publisher. The price at which a publication is made available to the public. It is established by the publisher and is exclusive of any discount. Loosely, the price quoted in the publisher's catalog. [ALA *Glossary*, Modified] Also known as Retail Price.

"Serial" as used in the field of library science and in this solicitation, means any publication issued in successive parts, usually (though not always) at regular intervals, and intended to be continued indefinitely. Serials include: periodicals, newspapers, magazines, annuals, yearbooks, journals, memoirs, proceedings, transactions, and numbered monographic series and other serially published works. Serials may be published in any medium or format (including electronic, print, microform, or other non-print media), and may be available through purchase (as with traditional print magazines) or license (as with online journals).

"Subscription" means serial or periodical publication and related services. It also shall designate back issues of serials or periodical publications, but such issues shall be dated no earlier than one year before the current volume. The agency determines the subscription period, publisher permitting, and the Vendor must place and service it for the life of the subscription plus three months.

"Transfer Renewal" means the transferal of serial subscription renewal to a different serial subscription agent.

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"Vendor" or "contractor" means the organization providing serial subscription services to agencies, also known as a "serials subscription agent," "subscription agent," "serials agent," "intermediary," or "aggregator."

Definitions of additional terminology that relates to serials acquisition may be found in the *Serials Acquisitions Glossary* of the American Library Association.

C.3.3. Initial Service Year.

Orders should not be placed based on the RFQ list unless the Customer specifically instructs the Vendor in writing to do so. The Vendor shall organize and format the pre-order price quotation list into a final annual renewal list and forward it to the Customer for review, as described in C.4.1.4, "Subscription Ordering Support Services." The Customer may waive this option in writing. The Customer has the right to make changes to the list prior to order placement. If the Vendor places orders based on the pre-order price quotation list without a Customer waiver, the Customer may cancel any titles they don't want and will not be responsible for charges the publisher will not refund to the Vendor.

C.4. SPECIFIC REQUIREMENTS

C.4.1. LOT ONE - BASIC SUBSCRIPTION ORDER AND RENEWAL SERVICES.

Vendors must provide subscription services for all subscriptions in all media generally available via agents from foreign and domestic publishers, if the ordering customer can supply sufficient publication information. Ongoing subscription services shall include the following:

- (a) New Subscriptions.
- (b) Renewals.
- (c) Late Renewals.
- (d) Back Issues.
- (e) Transfer Renewals.
- (f) Added Copy Subscriptions.
- (g) Special Orders.
- (h) Memberships.
- (I) Claiming.

C.4.1.1. Best Price Available to the Government. Government Customers may be eligible for certain discounts offered by the publishers to that type of customer. If so, the Customer must be charged the lowest of the available prices. The service fee or discount offered by the Vendor shall be applied to this actual subscription price paid by the Customer. The service charge shall be applied to debit invoices only. No administrative charges are to be applied to credit invoices.

C.4.1.2. Subscription Periods.

C.4.1.2.1. Establish Subscription Period. The Vendor is required to place subscriptions at any time during the year unless prohibited by the publisher. If Customers require a common expiration date, the Vendor will assist in prorating the price if allowed by the Publisher.

C.4.1.2.2. Multi-Year Subscriptions. The Vendor must be able to provide one-, two-, or three-year subscriptions to take advantage of reduced multi-year rates (when available), as well as to offer staggered ordering of multi-year subscriptions.

C.4.1.2.3. Servicing the Subscription. The Vendor shall provide administrative services for each subscription until three months after its expiration, i.e. the publication of the last issue covered by that subscription period.

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C.4.1.3. Order Placement. The Vendor shall place all new and renewal orders with publishers within five working days after receipt of Delivery/Purchase Order or receipt of the reviewed title list, whichever is later. Delays are allowed only by prior written agreement. If Vendors have agreements with Publishers that establish terms for batching orders and/or payments, then the orders must be entered and confirmed within the original five-day period. A list of such Vendor/publisher agreements must be submitted with the proposal to FEDLINK. This list will remain confidential. CS/FEDLINK reserves the right to request proof of newly negotiated agreements during the term of this BOA.

C.4.1.3.1. Initial Title List. Once the Vendor is selected in the pre-order competition, the Vendor will provide the Customer with a newly formatted subscription list, unless the Customer specifically waives the option. The Vendor shall organize the list into the format of an annual renewal listing, as specified below (C.4.1.3.5). The Vendor shall provide the renewal list to the Customer within twenty calendar days of (i) receipt of authorization to order in the initial year, or (ii) receipt of the initial list in subsequent years.

C.4.1.3.2. Confirmation List. The Customer will review the renewal list, make necessary changes, and return it to the Vendor. The Vendor shall reformat the renewal list, incorporating all changes, additions, and deletions, into a final confirmation list, and submit the confirmation list to the Customer for its final approval.

C.4.1.3.3. Final List. The Customer will review the confirmation list for accuracy, make any editing or other changes, and forward the confirmation list to the Vendor as the final title list. The Customer may elect to waive the final confirmation list review, i.e. the second review.

C.4.1.3.4. Subscription Title Lists. The Vendor shall be able to provide a review list as described below, in electronic format, at a minimum in an ASCII comma delimited file. The agency may choose to receive either or both electronic or print formats. The Vendor may propose other applications formats which the Agency may, at its discretion, choose instead, e.g. spread sheets, word processing files, database management or other formats ready for proprietary software.

C.4.1.3.5. Title List Data. The renewal list shall be separated by each "ship to" address, shall alphabetically list all subscription titles ordered or on record for that consignee, unless the agency request other sorts or formats. Renewal lists shall contain the following minimum information:

- (1) Complete "Bill to" and " Ship to" address
- (2) Account number chargeable (including FEDLINK ID)
- (3) Title
- (4) ISSN
- (5) Quantity
- (6) Subscription Period based on Agency Data
- (7) New, Renewal, Subscription added, Transfer Renewal or Bill Later
- (8) Price: To contain latest known publishers' rates currently available
- (9) Service charge
- (10) Frequency
- (11) Bibliographic status of those titles currently under review for renewal
- (12) All additional titles which may not be due for renewal, but which are on record for a specific consignee
- (13) Renewal documentation; to contain an 80 character capacity local information field or fields for the storing of unique data for each title (e.g. internal fund accounting, subject identification, agency assigned numbers, etc.)

C.4.1.3.6. Rush Orders. Upon receipt of a Customers telephone call, email or fax requesting a rush order, the Vendor shall transmit the order to the publisher within 24 hours. When the publisher will not accept the order without prior payment, the Vendor shall send out such payment within that same 24-hour period.

C.4.1.3.7. Costs In Excess of Authorized Funding Level. If the cost of the renewal list titles exceeds the authorized funding level, the Vendor must notify the Customer within three working days of discovery and provide information on all price and availability changes. The Customer will direct the Vendor to either;

- a) Stop the order process until the Customer provides modified instructions for all titles not yet ordered, or

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b) Continue placing orders for all titles except those found to exceed the most recently quoted price.

After receiving instructions from the Customer, the Vendor has five working days to place the modified orders. Clarification of the Customer's preferences concerning this process should be determined before any orders are placed.

C.4.1.3.8. Changes from Customer Order to Vendor Order. For basic renewal orders originally placed by the Customer and transferred to the Vendor for renewal, the Vendor shall notify the publisher in writing of the change of billing status.

C.4.1.3.9. Basic Renewal Service in Option Years - Unless otherwise agreed to in writing between the Vendor and Customer, within 120 days or a mutually agreed upon date prior to subscription expirations the Vendor will provide a complete list of previously ordered subscriptions as indicated in Section C.3.3. The Customer will make changes to the list and will return it to the Vendor for renewal/order. Upon receipt of authorization to proceed from a contracting officer, as described in G.3.3. and G.4.3., and receipt of the corrected annual renewal listing, the Vendor will place the orders/renewals within five working days. If the Customer does not return the list to the Vendor, subscriptions on the list will not be renewed. The preferred method of transmittal of this list between the parties is through electronic means.

C.4.1.4. Subscription Ordering Support Services. In support of basic subscription order and renewal services, the Vendor shall perform the following services and provide products as described below.

C.4.1.4.1. Electronic Ordering System. The Vendor shall provide an electronic ordering system for new and renewal subscriptions (Internet, client, FTP, etc.), that, at a minimum, includes the following features:

(a) Ability to search by:

- Title or series
- ISSN
- Account number or FEDLINK ID
- Vendor reference number

(b) Display features:

- Bibliographic/order information for each serial title including title, publisher, ISSN, frequency,
- price
- Invoice payment information for, at a minimum, the current and previous year
- List of outstanding claims (by title) including current status and number of times claimed
- Shipping information including list of issues supplied in current year's shipment and expected
- dates of future issues

The Vendor shall provide the ability to search the Vendor's database to determine availability and cost prior to placement of an order and provide database system training and/or documentation at no cost to the library.

C.4.1.4.2. Monthly Status Report. The Vendor shall furnish a monthly report regarding the status of each *unresolved* title order.

C.4.1.4.3. Unavailable Titles. If publications are only available through a direct order arrangement, or are discontinued, suspended, are otherwise unavailable or have had a title change, the Vendor shall notify the Customer by the time of invoicing.

C.4.1.4.4. Continuations or "Bill Later" Items. Initial pre-order price quotes will contain estimates of costs for "bill later" items. In subsequent years, estimates of such continuations will be included on renewal lists to ensure funding availability is maintained. The Vendor shall supply, upon request and at no charge, a listing by title showing "bill later" titles billed versus those not yet billed.

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C.4.1.4.5. Membership Entitlements. The Vendor shall provide a written summary of all publications and/or material received through memberships, i.e., title, frequency, quantity of each publication, and special membership benefits.

C.4.1.4.6. Payment to Publishers. The Vendor must have the financial capability to prepay publishers for serials subscriptions. This will be reviewed during the proposal process and may be reviewed during the life of the BOA. Failure to maintain adequate financial responsibility may disqualify the Vendor for placement of orders under this BOA.

C.4.1.4.7. (a) Advance Payment. The Vendor shall pay all regular subscription orders in advance, prior to submission of the first customer invoice. The Vendor must certify pre-payment to the publisher on all invoices. Upon request, the Vendor shall provide to the customer agency and/or FEDLINK proof of payment of any order invoiced. Requests for exceptions due to prior arrangements with publishers must be submitted to LC/CS in advance. LC retains the right to require detailed information about the content of such arrangements subject to confidentiality.

C.4.1.4.8. (b) Adjustments. The Vendor shall make additional payments as necessary and be required to adjust for unforeseen contingencies, such as currency fluctuations, additional volumes, etc., as specified below.

C.4.1.4.9. Government Audit of Vendor Records. The Vendor shall maintain complete records of all bibliographic and financial transactions of each Customer for up to three years. The Vendor shall provide, to the Customer and LC, immediate access to these records on demand. LC reserves the right to audit the transaction records.

C.4.1.4.10. Account Management. The Vendor shall provide support to the customer agency in tracking funds obligated against the authorized funding level. The Vendor shall provide best estimates of possible outstanding supplemental and bill-later charges, to ensure funding authorization levels will not be exceeded. The agency may request a report of estimated outstanding charges prior to the end of the fiscal year. The agency may instruct the Vendor to cancel outstanding orders, publisher permitting, to clear obligations against prior fiscal years, or to clear funds for reobligation within the current fiscal year. The Vendor shall be responsible for ensuring that all orders are completed and invoices issued within three years of the fiscal year in which the order or renewal is placed. The Vendor shall cooperate with FEDLINK for customers using either Transfer Pay or Direct Pay account options. The Vendor shall report foreign and domestic pricing trends at least annually. The Vendor shall, at the customer agency's request, provide renewal lists that indicate expected inflation and price increase estimates for the agency's renewal list.

C.4.1.4.11. Ongoing Subscription Services. In addition to renewal listings, subscription services encompass items ordered throughout the year. Such subscription order requests shall be submitted by agency authorized persons and forwarded to the Vendor for placement with the publisher for the subscription period indicated, subject to the terms of this BOA and individual customer fees and terms as established in the RFQ process. Reports of confirmed orders will contain the same information as the renewal lists, plus IAG number, Delivery Order number, MIPR, or Purchase order number.

C.4.1.4.12. Not Included in the Basic Subscription Price. The Vendor shall be responsible for facilitating delivery of all material published within a given subscription year. The Vendor shall notify each Customer of special issues, indexes, and unnumbered supplements not included in the basic subscription price. These items shall be made available to the Customers by special order under this Agreement at the publisher's price and firm fixed service fee percent, with no additional charges, other than any handling and transportation costs charged to the Vendor by the publisher.

C.4.1.4.13. No Charge Materials. Title pages, table of contents, annual or other indexes, and other materials normally supplied by the publisher at no added charge to a requesting subscriber, are to be supplied automatically by the Vendor at no additional charge.

C.4.1.4.14. Sample Copies. The Vendor shall request sample copies of a serial when requested to do so by the Agency.

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C.4.1.4.15. Back Issues. Upon request from the agency, the Vendor shall acquire back issues of a title for up to one year prior to the date of the current volume, if the title exists.

C.4.1.4.16. Information Bulletins. The Vendor shall provide, at no cost and at least quarterly, an information bulletin updating the latest known information on various serial titles.

C.4.1.4.17. Catalog. Vendor shall provide an annual catalog of titles available. The catalog may be available to the customer electronically and in print format, e.g. via Internet, at no additional charge to the agency. The Customer retains the right to request print copies of catalog information for cataloged titles of particular interest. The catalogs shall have as a minimum the following information:

- (a) Titles
- (b) ISSN
- (c) Cost
- (d) Frequency
- (e) Enumeration
- (f) Title changes, with cross references
- (g) Documented constraints

C.4.1.4.18. Publishers' Prices. The Vendor shall supply on demand publishers invoices or other documentation acceptable to the Customer to verify subscription costs charged the government. The Vendor shall automatically notify Customers of any serial title increase of 25% or more.

C.4.1.5. Administrative Services. The Vendor shall provide the following administrative services to support subscription ordering services:

C.4.1.5.1. Personal Representative. The Vendor shall assign a representative by name who is familiar with the terms of this BOA and the needs of federal libraries and information centers to provide personalized in-house assistance (via toll free or local telephone number and email) for each account and who can provide support in account transition from the incumbent and account claims resolution. The representative shall respond to all inquiries within one business day.

C.4.1.6. Claims for Missing, Defective or Mutilated Issues.

The Vendor shall act as the contact point for the agency in obtaining from the publisher replacement copies of periodicals found to be defective, mutilated, lost in transit, or otherwise missing, provided the loss is reported within sixty calendar days. The Vendor shall handle claims for any subscription for up to three months after the termination date of the subscription.

C.4.1.6.1. Electronic Claims. The Vendor shall offer electronic claims services. The agency retains the right to choose whether to use electronic claims and reports, or to communicate via optional print-based means offered by the Vendor, or a combination, e.g. transmitting claims to the Vendor electronically with periodic print reports for confirmation. Documentation on claims procedures/instructions shall be provided, e.g. manuals, reference guides, web documents, etc.

C.4.1.6.2. Time frame. The Vendor shall place all claims with the publisher within a minimum of five working days after receipt. In addition, the Vendor shall accept rush claims electronically, by telephone and fax and process them in fewer than five working days.

C.4.1.6.3. Claim Information. The claim notice sent from the Vendor to the publisher shall include the following information:

- (1) Title being claimed
- (2) Specific issues
- (3) Date of Vendor's order to publisher
- (4) Order period
- (5) Amount paid
- (6) Proof of payment (complete check information)
- (7) Change of address, if any

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C.4.1.6.4. Claim List. A list of claims, which have been made, shall be furnished as indicated under C.4.1.9.4.2., Library Management Reports, Claims Lists .

C.4.1.7. Cancellations and Refunds.

All cancellations shall be accomplished within five business days upon appropriate notification from the Customer. If no funds will be recovered under a cancellation, the Vendor will notify the Customer. However, if funds are recovered they must be promptly credited to the Customer and no administrative fee shall be charged.

C.4.1.7.1. For Lost Periodicals, Replacements, and Discontinuance of Publication. In the case where replacement is unavailable and refunds are offered instead, the Vendor shall make a refund in full of all amounts refunded by the publishers.

C.4.1.7.2. Due to Cancellation. In those instances in which a refund has been requested due to timely cancellation of a subscription, the Vendor shall provide written evidence of his attempts to secure the refund for the government.

C.4.1.7.3. Duplicate Issues. At the request of the agency, the Vendor shall deal directly with the publisher in correcting duplicate issue errors.

C.4.1.8. Addresses.

C.4.1.8.1. Bill to and Ship to Addresses. The Vendor shall support multiple shipping addresses, domestic and foreign, under one billing address. Consignee addresses shall have the capacity for up to five (5) lines for each type of address, with each line up to 30 characters.

C.4.1.8.2. Change of Address. The Vendor shall notify the publisher when Consignee changes of address occur.

C.4.1.9. Library Management Reports.

C.4.1.9.1. Specifications. At no additional charge and on demand, the Vendor shall provide listings containing all or part of the following information as specified by the Customer:

- (a) Title
- (b) Ship-to address
- (c) Invoice-item number
- (d) FEDLINK ID and (IAG number, Delivery Order number, MIPR, or Purchase Order number)
- (e) Subscription period
- (f) Quantity
- (g) Frequency
- (h) Price with adjustments and estimates
- (I) Volume
- (j) ISSN
- (k) Local information lines: These reports shall be able to capture the stored local information category, (i.e., internal fund accounting, subject identification, agency assigned number, etc.) in fields which equal a minimum of 100 characters on the report. At least one field shall be provided for local financial data which can also appear on invoices; at least one which can be associated with each ship to address; one or more fields with a total of at least 80 characters which can be associated with each title.

C.4.1.9.2. Sorting. In addition, the Vendor will have the capability of sorting, subtotaling, and re-totaling the reports by any of the above included fields of information, and shall allow for the application of a service charge determined by the requested sort criteria.

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C.4.1.9.3. Medium. The Vendor shall provide reports in electronic format, at a minimum, in ASCII comma delimited format, with optional print delivery of reports. The customer agency retains the right to choose which format to receive. The Vendor may offer other electronic formats, including but not limited to files containing report data, or access to data and programs for producing reports from Vendor systems.

C.4.1.9.4. Minimum Required Reports. At a minimum, the Vendor shall provide the following reports at no charge:

C.4.1.9.4.1. Financial Summary Report. The Vendor shall provide a listing on demand by government fiscal year of all Vendor instigated credit or debit invoices to the agencies for services provided. This report shall include invoice number, dollar amount, and service charge amount.

C.4.1.9.4.2. Claims Lists. The Vendor shall provide to the agency an annual, quarterly, or monthly listing of all outstanding claims and any responses received from the publishers unless the Customer waives this service. The report shall include publisher's claims time limits. If an additional claim is required for an item appearing on the report, the report itself may be used as a reclamation document by the Customer.

C.4.1.9.4.3. Subscription Status Information. Monthly, or upon demand, the Vendor shall notify the Customer in writing of any irregularity or change in status, such as: bill later, non cancelable, slow, irregular, discontinued, order direct, split title, not due for renewal at this time, period restricted, establishing contact with publisher, temporarily suspended publication, foreign title, estimated price, and price increased since last billing published price, etc.

C.4.1.9.4.4. Ship-to List. The Vendor shall provide, on demand, a listing of all Customer consignees and their complete addresses.

C.4.1.9.4.5. RFQ List. On demand, the Vendor shall provide a list of current subscriptions to be used for requests for quotations. The list shall contain information as described in Section C.4.1.3.5, excluding Price. The report shall be available in electronic format, at a minimum as an ASCII comma delimited file, with the print option available by request only.

C.4.1.9.4.6. Courtesy Invoice Data. The Vendor shall supply the customer agency with, at a minimum, one additional copy of invoices or electronic invoice data to a point of contact in addition to the copy sent to the financial center for payment, e.g. to the customer library in addition to the FEDLINK or Customer's Fiscal Office.

C.4.1.9.4.7. Additional Reports. Additional Reports and Electronic data shall be made available under Lot 2, Optional Services. Examples of such reports/data include but are not limited to electronic files of catalog data in MARC format, local or consortial holdings data, data related to usage of electronic services.

C.4.1.10. Licenses. All License agreements will be between the Customers and the Vendors or Publishers. However, the Federal Government requires certain terms and conditions in their license agreements that may conflict with some standard commercial practices. Section H contains sample language that complies with federal requirements, a sample license, and further explanation of suggested best practices.

C.4.2. LOT 2 - OPTIONAL SERVICES

Customers may require and Vendors may offer the following:

C.4.2.1. Pricing Alternatives.

C.4.2.1.1. Fixed Price Invoicing. The Vendor shall offer a fixed price for any given subscription or list of subscriptions and shall invoice at that price regardless of publisher action. The fixed price may be offered as a percentage of the publisher price and/or a flat fee per title.

C.4.2.1.2. Publisher's Price Plus Flat Fee Per Title. The Vendor shall offer a flat fee per title added to the Vendor's cost for the title, including discounts received by the Vendor from the publisher.

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C.4.2.2. Average Price Index Report. The Vendor shall provide an average price index report to each customer covering a three-year period for all subscriptions. On demand, this report shall be arranged for each consignee by ship-to address and alphabetically by title or by subject identification. All price data shall be accessed directly from each ship-to file.

C.4.2.3. Journal Check-In. Each ship-to address has the option to have subscriptions sent to the Vendor for check-in, physical inspection, or other services, and then reshipped to the consignee. Vendor shall provide a description of check-in services offered and make the description available on demand to potential customer agencies under this BOA. Customers shall specify check-in requirements for individual ship-to addresses, in addition to the recording of receipt, such as number of ship-to addresses; physical inspection; reshipment; claiming; security tapes; bar coding; property stamps; packing slips; route slips; special packaging, labeling or other processing requirements; check-in reports or data; preference regarding local check-in system.

C.4.2.4. Check-in Labels. The Vendor shall provide, on demand, a listing containing title, publisher address, payment information, quantity, frequency, and period required for claims information. This information shall be available, on non setting adhesive labels, for integration into the agency's Kardex file.

C.4.2.5. Missing Issues. The Vendor will provide missing issues from a storehouse of collected issues, or access to information about available issues to replace those that the customer is missing. Individual customer requirements shall specify if fulfillment of a large number of missing issues is anticipated.

C.4.2.6. MARC Serials Record Data. The Vendor shall provide electronic files of catalog data in MARC format, local or consortia holdings data, for loading into customer's local system. The Vendor shall have the ability to provide stable and accurate URLs either in title list format or included in the 856 field of the MARC record.

C.4.2.7. Additional Reports. The Vendor shall describe additional available reports, if any, that have not already been included in Lot 1. Include data available in electronic format, in addition to MARC records, and the formats in which the data is available. Complex data exchange, such as the ability to accept and provide electronic claims data from/to ILS systems is provided under Lot 3, Specialized Electronic Access Services.

C.4.3. LOT 3 - SPECIALIZED ELECTRONIC ACCESS SERVICES.

Vendors who offer subscription services under Lot 1 may also offer Web-based access to electronic journals and articles, other software and interfaces to manage access, and collection development or control of electronic text. (Online and CD electronic journal subscriptions are covered under Lot 1 as are subscriptions to serials in print, microform and other media.) The Vendor shall provide customer specific solutions to ordering, access, and maintenance of e-journals. The Vendor may provide for access to an archive or back issues of the electronic journals, by maintaining the files centrally or allowing the subscriber the option to retain an archival copy locally. License terms for use, redistribution, etc. of e-journals materials shall be developed for FEDLINK customers as described in Section H.7. Any assistance offered by a subscription agent regarding licensing would be offered under Lot 3. Services offered under Lot 3 may include but are not limited to:

C.4.3.1. Web Access Tools - ability to order, renew, claim, and invoice via the Web, access to electronic titles including pricing, frequency, publisher information, publisher claiming restrictions, title-specific news, access to order history and claims status, and the ability to search for missing issues and get replacements online.

C.4.3.2. ILS Interfaces - integration of electronic data (EDI, vendor proprietary data, etc.) into local databases/software systems. The Vendor shall describe data available and methods for exchanging data electronically system to system, files ready for use by proprietary software/systems, and past experience in developing interfaces and data exchange with libraries and publishers.

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C.4.3.3. E-journal Support - management of electronic publication subscriptions, licenses, links, user authorizations and usage data, customized access or file groupings for individual or consortium customers, collection assessment and collection development reports.

Pricing formulas should be predefined where possible. Fair and reasonable customer specific offerings may be negotiated on an individual basis by LC/FEDLINK, either for individual customer or for consortia.

Lot 3 covers electronic and Web-based interactive tools for electronic publications access and management. FEDLINK contracts for Electronic Information Retrieval Services cover offerings by companies providing access to electronic data that do not offer general subscription services to a wide range of serial publications in print and other media.

C.5. PERFORMANCE PERIOD

This Solicitation is for a Basic Ordering Agreement (BOA) containing a base year and option years. All orders under the resulting Agreement will contain options for the same period of time as the Basic Ordering Agreements. If the Library exercises option years for the overall FEDLINK Agreement, transfer pay Customers may exercise option years with their previously selected Vendors. Direct Pay agencies are invited to exercise option years for their orders, but must abide by their local procurement policy in so doing.

C.6. ADDITIONAL VENDOR INFORMATION

C.6.1. Vendor Quotation. Price quotes will indicate publisher's list price, service fee, and any volume discount. While publisher's price must be indicated, service fee and volume discount may be shown as a single percent and a single volume discount for the entire renewal list, with the total for the quote supplied. When estimated price orders are subsequently accepted, fee and discount percent quoted must be met or bettered, but it is understood that the publisher's list price may change between the time the quote is made and the order is placed.

C.6.2. Vendor Selection. The Customer's account will subsequently be awarded to that Vendor able to provide the required services and titles for the lowest overall price while meeting the agency's requirements for service. Cost to the government resulting from a change of Vendor shall be considered in the evaluation in addition to past performance, fulfillment rate and other factors related to the Customer's special requirements.

C.6.3. Multiple Vendors. Customers may establish accounts with multiple vendors. In those instances, the RFQ will indicate the member's intention. Separate lists will identify each requirement and the vendors shall provide separate quotes for each. A vendor may choose to quote one list and not another. The government will determine the awards such that the combined awards are in best interest of the government. One list cannot be submitted for quotations and then divided for business.

C.7. PRE-PROPOSAL CONFERENCE

A Pre-Proposal conference will be held at the Library of Congress, John Adams Building, LA 218. The pre-proposal conference will be held at 10:00 A.M., on Friday April 2, 2004.